

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

DATE

OPBF

11/14/83

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

NOV 18 1983

X

1. Please express
Memo. initial
cover sheet.

21 NOV 1983

2

4) approval of 3 requests
for rep allowance -
one travel voucher, 2
social functions.

30-1

~~We suggest to get this
Delegated to O/Pers~~

DD/A Registry
B-4931
9 November 1983

MEMORANDUM FOR: Executive Director
THROUGH: Administrative Officer, DCI
FROM: Director, Equal Employment Opportunity
SUBJECT: Request for Approval to Incur Expenses [redacted]

1. Approval is requested to incur expenses allowed [redacted]

2. I believe the expenditure of appropriate funds is authorized [redacted] for the costs for (reception, meals, coffee, other tea and doughnuts) on 1-2 December 1983 for the purpose of information session for potential 1984 Summer Fellows to be held in the orientation theatre in Headquarters.

3. Designated officials and persons present including their grade, title, and organizational affiliation will be:

Robert Magee, Director of Personnel

[redacted] Director of Security
[redacted] Deputy Director of Medical Services
[redacted] Director of Equal Employment Opportunity
[redacted] Deputy Director of Equal Employment Opportunity
[redacted] Black Affairs Program Manager, GS-12
[redacted] CI/EEO Officer, GS-13
[redacted] DS&T/EEO Officer, GS-13
[redacted] DI/EEO Officer, GS-12
[redacted] DO/EEO Officer, GS-12

4. Other U.S. Government employees present including their grade, title, and organizational affiliation will be:

5. Other persons present including title and organizational affiliation will be:

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6. I certify that the attendance of the individuals listed in paragraphs 4 and 5 is considered essential to the conduct of official government business and, further, that the function will facilitate the accomplishment of the DCI's duties and responsibilities.

7. The estimated cost of this function is \$80.00



APPROVED:



21 NOV 1983

Deputy Director for Administration

I certify the availability of funds in the amount indicated in paragraph 7.

Budget and Fiscal Officer, DCI

APPROVED:

Executive Director

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